

Services/Activities Inventory

Department: Finance

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

Central Accounting

1. Weekly payment of County and School vendors.
2. Bi-weekly payment of personal property refunds.
3. Record all County and School journal entries, all School budget entries, County budget entries related to board actions, transfers, and cash receipts.
4. Assist all departments with needs for financial reports or account analysis.
5. Monthly financial reporting to County Board, School Board, and departments.
6. Serve as fiscal agent for the following entities:
 - a. Western Virginia Water Authority (WVWA)
 - b. Comprehensive Policy and Management Team (CPMT)
 - c. Roanoke Valley Resource Authority (RVRA)
 - d. Economic Development Authority of Roanoke County (EDA)
 - e. Roanoke Valley Cable TV
 - f. Roanoke Valley Greenways Commission
 - g. Virginia Resource Facility Authority (VRFA)
 - h. Western Virginia Regional Jail Authority (WVRJA)
7. Coordinate all County and School grant reporting and provide training and assistance to grant administrators.
8. Train employees on Performance Accounting System.
9. Record and verify County and School fixed Assets.
10. Preparation of Roanoke Valley Resource Authority Annual Financial Report.
11. Coordination of annual independent audit of County, School Board, Economic Development Authority, Roanoke Valley Resource Authority, Western Virginia Regional Jail Authority, Roanoke Valley Greenway Commission, Virginia Recreational Facilities Authority, and the River Foundation.
12. Preparation and distribution of Comprehensive Financial Annual Report.
13. Annual negotiations of health and dental insurance rates for County and Schools.
14. Analyze and set employee rates for health and dental insurance.
15. Preparation of Fire Programs Report.
16. Preparation of Comparative Transmittal Report.
17. Preparation of Unclaimed Property Report.
18. Preparation of Department of Commerce Census for Roanoke County.
19. Coordination and preparation of cost allocation plan.
20. Preparation of Town of Vinton Gainsharing Report.
21. Annual processing of 1099's.
22. Implement upgrades to Performance Accounting System.
23. Implement upgrades to County and School Fixed Asset System.

Payroll

1. Bi-weekly payment of all County employees.
2. Semi-monthly payment of all School employees.
3. Monthly reporting to VRS for all County and School employees.
4. Payment and processing of all federal and state withholdings.

Payroll (cont.)

5. Payment and processing of all miscellaneous payroll withholdings, including health and dental insurance, deferred compensation, garnishments, tax liens, child support payments, etc.
6. Annual processing of W-2 forms.
7. Reporting externally for quarterly and annual federal and state payroll reports.
8. Provide internal reports for departments.
9. Provide training to departments and employees on various payroll processes.
10. Research and respond to questions on payroll and new tax changes.
11. Troubleshoot Performance/Lawson interface problems.
12. Participate in the Mid Atlantic Lawson User Group to facilitate learning more about Lawson products and how other areas utilize Lawson to better serve their customers.

Purchasing

1. Provide internal support and coordination for Invitations to Bid and Requests for Proposals for the purchase of goods, services, and construction for Roanoke County Departments and non-capital purchases for Roanoke County Schools.
2. Review and establish procedures for compliance with State of Virginia and County of Roanoke purchasing codes.
3. Identify and advise departments on purchasing issues.
4. Maintain vendor files containing information to support purchasing decisions.
5. Manage the Purchasing Card Program for Roanoke County and Roanoke County Schools.
6. Manage the disposal of surplus property.

Risk Management

1. Identify and analyze potential risks and make corrective recommendations.
2. Plan and participate in loss prevention and safety training programs.
3. Process and review all workers' compensation, auto, property, general liability and professional liability claims.
4. Administer the County's self-insurance program.
5. Maintain records related to insurance coverage, losses, and claims.
6. Provide occupational health nurse services.
7. Coordinate DOT drug and alcohol testing program.
8. Prepare and evaluate the results of bid specs to insure the most cost-effective coverage and/or service.
9. Act in an advisory capacity when called upon by the following:
 - Explore Park
 - Roanoke Valley Resource Authority
 - Roanoke Valley Detention Center
 - Western Virginia Water Authority
 - Roanoke County School Board
 - Roanoke Valley Cable TV
 - Industrial Development Authority of Roanoke County
10. Review and analyze State and Federal legislation, regulations, and court decisions for the risk management program.